

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR TECHNICIAN PLANNING		Date: 12/14/99
Position Level: 7	FLSA Status: Nonexempt	Class Code: 7-25

GENERAL DESCRIPTION

The primary function is to review for compliance and scoring of applications for the Rate of Growth Ordinances (ROGO and NROGO), and review applications alcoholic beverage licenses, home occupational licenses, boundary determinations, road abandonments and variances.

KEY RESPONSIBILITIES

1. *Review applications, prepare staff reports and resolutions, and agenda item summaries and present findings to Planning Commission for; Variances, boundary determinations, liquor and home occupational licenses.
2. Assist in research projects and compile data for Planning as requested by Supervisors.
3. Make sites visits re: applications and certificates of occupancy.
4. * Prepare letters of denial for Development Review Coordinator, prepare letters of incompleteness.
5. Answer telephone and written inquiries regarding Planning issues, zoning and flood zone information.
6. Review building plans for compliance with land development regulations.
7. Review building permit applications for Planning requirements for example; signs, single family residences, minor changes to as-of-right commercial, accessory structures, fences etc.
8. Review replacement of single-family homes, mobile homes and RVs.
9. *ROGO and NROGO: Track, review, score applications, develop and present report, respond to questions.
10. Perform inspections for certificates of occupancy including compliance with ADA requirements .
11. *Review and process vacation rental and affordable housing permit applications, maintain data bases and do yearly compliance review for all approved permits.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major's required: Planning, Urban Economics or related field.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Valid Fla. Drivers License

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

